

David Whitaker, Esq.
Director
Irvin Corley, Jr.,
Executive Policy Manager
Marcell R. Todd, Jr.
Senior City Planner

LaKisha Barclift, Esq
Rory Bolger, PhD
Kemba Braynon
Elizabeth Cabot, Esq.

City of Detroit

CITY COUNCIL

LEGISLATIVE POLICY DIVISION
208 Coleman A. Young Municipal Center
Detroit, Michigan 48226
Phone: (313) 224-4946 Fax: (313) 224-4336

Janese Chapman
Derrick Headd
Anne Marie Langan
Gregory Moots
Julianne Pastula, Esq.
Jerry Pokorski
Analine Powers, PhD
Sabrina Shockley
David Teeter
Kathryn Underwood

TO: The Honorable City Council

FROM: David Whitaker, Director
Legislative Policy Division Staff

DATE: March 17, 2014

RE: **REVIEW OF CONTRACTS AND PURCHASING FILES**

Attached is the list of contracts and purchase orders recommended by the Finance Department, Purchasing Division, and submitted to the City Council for referral to the Committees on March 18, 2014.

The comments and review of the Legislative Policy Division staff are printed in bold following the contracts.

Attachments

cc:	Janice Winfrey	City Clerk
	Mark Lockridge	Auditor General
	Palencia Mobley	Mayor's Liaison
	Boysie Jackson	Purchasing Division
	Irvin Corley	Legislative Policy Division
	Marcell Todd	Legislative Policy Division

Statistics compiled for the list of Contracts and Purchases submitted for referral on March 18, 2014.

Department	No. of Contracts or Purchase Orders	Detroit-Based Business Bids	Change, Extension Increases, Renewals	Located in Detroit
Build.&Safe.Eng. 2 Emergency Procurements for demolition 1 Confirming Requisition with Wayne County	3	0	0	2
Finance 1 Contract renewal with Wayne County	1	0	1 Renewal	1
Homeland Security	1	0	0	0
Plan. & Developmt.	1	0	0	1
Transportation	1	0	1 Renewal	1
Totals 2 Emergency Procurements	7	0 Detroit-Based Business Bids	2 Renewals	5

This list represents appropriations totaling approximately \$ 187,663.44¹

Included in the total costs are the following:

City General Fund	\$	36,625.44
Grant Funds	\$	151,038.00

¹ This list includes: New Contracts for one-time purchase, emergency purchase, term of 1 year (expired); Contract renewals for 1 year.

TO: The Honorable City Council

FROM: David Whitaker, Director
Legislative Policy Division Staff

DATE: March 17, 2014

RE: **CONTRACTS AND PURCHASE ORDERS SCHEDULED TO BE CONSIDERED AT
THE FORMAL SESSION OF MARCH 18, 2014**

BUILDING AND SAFETY

2890128 100% Federal (CDBG) Funding – Notification of Emergency Procurement as provided by Ordinance No. 15-00 – Please be Advised of an Emergency Procurement as follows:
Description of Procurement: Demolition of 11547-55 Livernois – Contractor: Able Demolition Inc., 5675 Auburn, Shelby Township, MI 48317 – Total Amount \$15,000.00
Costs budgeted to Block Grant Fund, Acct. 2001-130071-000021-617900-10829-0-A4010, Appropriation for Demolition-B&SE includes available funds of \$6,347,270 as of March 13, 2014.

3 Bids solicited for the emergency demolition of the commercial structure at 11547-55 Livernois. This recommendation is for the Lowest Bid received from Able Demolition for \$15,000.

Other Bids received include: Den-Man for \$25,000; and Brown Construction for \$35,040.

The bid from Able specifically excludes: Asbestos survey or removal and disposal of any hazardous materials, disconnections from utilities. Any salvageable materials will go to Able Demolition.

Covenant of Equal Opportunity Affidavit signed 11-26-13; TAXES: Good Through 8-5-14 and 9-30-14; Hiring Policy Compliance Affidavit signed 11-26-13, Employment application submitted complies with ordinance; Slavery Era Records Disclosure Affidavit signed 11-26-13, indicates business established 1995, no records to disclose.

2890130 100% Federal (CDBG) Funding – Notification of Emergency Procurement as provided by Ordinance No. 15-00 – Please be Advised of an Emergency Procurement as follows:
Description of Procurement: Demolition of 4459, 4467 & 4473 St. Clair – Contractor: Brown Construction Co., 6450 Legrand, Detroit, MI 48214 – Total Amount \$18,500.00
Costs budgeted to Block Grant Fund, Acct. 2001-130071-000021-617900-10829-0-A4010, Appropriation for Demolition-B&SE includes available funds of \$6,347,270 as of March 13, 2014.

3 Bids received for the emergency demolition of the structures at the 3 addresses on St. Clair.

This recommendation is for the Lowest Bid received from Brown Construction for a total cost of \$18,500. The cost bid for each address is: 4459 St. Clair for \$5,500; 4467 St. Clair for \$5,500; and 4473 St. Clair for \$7,500.

Other Bids received include: Den-Man for \$19,700; Able Demolition for \$21,700.

Covenant of Equal Opportunity Affidavit signed 1-11-14; TAXES: Good Through 11-14-14 and 9-30-14; Hiring Policy Compliance Affidavit signed 1-11-14, Employment application submitted complies with ordinance; Slavery Era Records Disclosure Affidavit signed 1-11-14, indicates no records to disclose.

FINANCE

2821980 100% City Funding – Furnish Website Access on the Wayne County Register of Deeds Website. Original PO was \$150,000, no new funding is needed. This renewal is a Time Extension Only (expired 12/31/2013). New Period Jan. 1, 2014 – Dec. 31, 2014 Par# 127 – Company: Wayne County Register of Deeds – Contract Period: January 1, 2014 through December 31, 2014 – Contract Amount: \$0.00 Time Extension Only

Costs budgeted to General Fund, Acct. 1000-230120-000075-617900-00060-0-A5020, Appropriation for Assessments Division includes available funding of \$3,091,783 as of March 13, 2014.

This contract is to provide on-going access to the Wayne County Register of Deeds website query service, to verify property owners by the Assessments Division.

This contract was initially approved June 15, 2010 for 1 year, from January through December 2010 for a cost estimated at \$30,000 per year. The contract included 1 year renewals, "until terminated." Unit charges indicated to be \$.66 per minute and \$1 each per View Image.

It would appear the contract was renewed for 2 additional years (it was not submitted to City Council for renewal) for a total of \$90,000.

The contract was renewed, April 30, 2013, for the period from January 1, 2013 through December 2013 for a cost of \$60,000. This would bring the total costs to \$150,000.

This request is to renew the contract again, through 2014; no additional funding is requested.

Pricing is indicated to remain the same at: \$.66 per minute and \$1 per page to download the image; there are no additional fees.

This information is available only from the County Register of Deeds.

Contract checklist, dated March 4, 2014, indicates this contract is essential to access and verify deeds.

No Clearances or Affidavits required for a government entity or agency.

HOMELAND SECURITY

2886870 100% Federal Funding – GIS Mapping and Satellite Locating System – Company: Aerocomputers Inc., 2889 West Fifth Street, #111, Oxnard, CA 93030 - Contract Amount: \$56,260.00

Costs budgeted to General Grants Fund, Acct. 3601-374631-310100-644100-13618-0-A1100, Appropriation for 2011 Homeland Security Grant includes available funding of \$306,417 as of March 13, 2014.

The vendor was approved by Purchasing Director to be a Sole Source on March 6, 2014. The vendor indicates they are the sole manufacturer and distributor for the ViewSync3D Moving Map Systems and tactical mapping software. The company is the only source for the hardware, software as well maintenance, support and training.

The company indicates they have been designing and building computer and moving map systems that manage tactical operations for airborne applications since 1993. The Aerocomputer systems are used by over 180 public safety agencies.

This technology will enhance the helicopter pilot's ability to respond to specific locations and aid in the response to emergencies and incidents where the helicopter is required, and assist the officers on the ground.

Costs includes (not a complete list of all costs): Base Components for \$39,995; Gimbal control software for \$5,995; Installation kit for \$2,995; Annual Software maintenance, including street and road map updates for \$1,695.

Contract checklist, not dated , indicates this purchase is essential to enable the most efficient response that will assist in the protection of citizens and first responders.

Covenant of Equal Opportunity Affidavit signed 11-8-13; TAXES: Good Through 11-26-14 and 6-30-14; Slavery Era Records Disclosure Affidavit signed 11-8-13, indicates business established 1993, no records to disclose; Hiring Policy Compliance Affidavit signed 11-8-13, Employment application includes a consent of the applicant to a "consumer report" that may check criminal records, company indicates they are required to do criminal background checks to comply with their customer requirements.

PLANNING AND DEVELOPMENT

2873458 100% Federal Funding – Homeless Services – Company: Michigan Legal Services, 220 Bagley, Suite 900, Detroit, MI 48226 – Contract Period: October 1, 2012 through September 30, 2013 – Contract Amount: \$61,278.00

Costs budgeted to Discretionary Grants Fund, Acct. 2002-366145-0-628500 / 617900-11815-0-A3120, Appropriation for Emergency Shelter Grant includes available funding of \$1,870,566 as of March 13, 2014.

Fund is from the 2011-2012 Emergency Shelter Grant funding to nonprofit organizations that provide emergency shelter, transitional housing and/or support services that benefit homeless individuals. Agency's project coordinator is Marilyn Mullane.

The agency's Homeless Assistance Project is operated from the office at 220 Bagley, No. 900. Services provided to include an Intake Needs Assessment to determine the legal services to be provided to homeless clients, such as protect affordable and sustainable housing for persons at risk of becoming homeless, and provide safe and affordable housing to persons that are homeless, and provide assistance with income and benefits issues.

Services are provided from 9 AM to 5 PM from the Bagley office; the Agency estimates services to be provided to at least 600 persons during the term of this agreement.

As indicated above, the term of this contract is from October 1, 2012 through September 30, 2013.

The total budget is indicated to be for Salaries and fringe benefits for attorney, paralegal and clerical services.

Contract checklist, dated June 13, 2013, indicates the contract is essential for providing the services authorized through the NOF program.

Covenant of Equal Opportunity Affidavit signed 6-20-13; TAXES: Good Through 5-10-15 and 6-30-14; Hiring Policy Compliance Affidavit signed 12-17-13, Employment application submitted complies with ordinance; Slavery Era Records Disclosure Affidavit signed 6-3-13, indicates Agency established 1973, no records to disclose.

TRANSPORTATION

2805507 100% City Funding – To Provide Normal and Emergency HVAC Repairs – Company: Walker’s Heating and Cooling, Location: 15921 W. 8 Mile Road, Detroit, MI 48235 – Contract Period: February 1, 2014 through January 31, 2015 –**Potential Cost Savings: \$220,590.30** - Original Contract Amount: \$6,827,209.00 - No Additional Funds Needed
Renewal of Existing Contract – Original Contract expired January 31, 2014.

Costs budgeted to Transportation Grants Fund, Acct.5303-208259-000058-622200-10330-0-DOT51, Appropriation for Federal/State Capital Grants includes available funding of \$134.353,098 as of March 13, 2014.

This contract was initially approved February 2, 2010 to provide for the emergency repairs and regular maintenance of the heating, ventilating and air conditioning equipment installed at all Transportation Dept. facilities for a term of 3 years, through January 2013, for estimated costs of \$2,192,403 per year (total of \$6,577,209). Rates for services include: hourly rates from \$65 to \$78 for services; cost of parts to include a mark-up of 10%. Services to be available 24 hours per day, 7 days per week. The contract includes options to renew 3 additional years.

The first renewal of the contract was approved the Week of November 26, 2012; term extended through January 31, 2014, for a cost of \$250,000, to a total of \$6,827,209.

This request is for the 2nd Renewal, through January 31, 2015. For this renewal, the vendor has offered a 10% decrease in their prices, for the indicated “potential cost savings” of \$220,590.30. There is no additional funding requested for the renewal of the contract.

Contract checklist, dated March 6, 2104, indicates this contract is essential for the Department to have the ability to provide for repairs of the HVAC systems in their buildings.

Covenant of Equal Opportunity Affidavit signed 3-4-14; TAXES: Good Through 9-16-14 and 6-30-14; Hiring Policy Compliance Affidavit signed 3-4-14, Employment application submitted complies with ordinance; Slavery Era Records Disclosure Affidavit signed, not dated, indicates no records to disclose.

TO PAY INVOICES FOR WORK ALREADY PERFORMED

BUILDING AND SAFETY – Unauthorized Purchase (Confirming)

The following request is for approval of an Confirming Requisition, to pay for goods and/or services received without an approved contract in place.

2890212 100% Federal Funding – To Provide Compensation for Performing Records Searches from 2/1/2014 – 2/28/2014 utilizing Wayne County Register of Deeds – Contractor: Wayne County Register of Deeds, 400 Monroe St., 7th Floor, Detroit, MI 48226 - Contract Period: February 1, 2014 through February 28, 2014 - Total Contract: \$36,625.44

Vendor currently is not on contract

Costs budgeted to General Fund, Acct. 1000-130310-000021-617400-10814-0-A4010, Appropriation for Administration includes available funding of \$1,736,632 as of March 13, 2014.

The invoice from Wayne County Register of Deeds is indicated to be for the period from Feb. 1, 2014 through Feb. 28, 2014, submitted March 3, 2014, reflects the total time, images viewed and images printed. The cost is \$0.66 per minute, \$1 per image viewed, and \$1 per image printed.

The invoice, for the month of February, includes: 47,884 minutes for \$31,603.44; 4,907 web pages viewed for \$4,907; 116 pages printed for \$116.

According to Buildings, Safety Engineering and Environmental Dept. staff, a new procedure is being implemented. In the past the invoices received from the Wayne Co. Register of Deed was submitted to Finance for payment, a contract was not required; Department is now required to have a contract in place with the Register of Deeds (for example, See Contract No. 2821980 on this list, page 2). Other using departments include: Police, Law, Planning and Development.

Buildings, Safety Engineering and Environmental Dept. staff use the Register of Deeds to verify property ownership to ensure notices/bills are addressed correctly.

City Council may wish to inquire if a City-Wide contract is being prepared and processed with the Wayne County Register of Deeds (in addition to Contract 2821980 for the Finance –Assessments Division).

No Clearances or Affidavits are required for a government entity or agency.